



February 28, 2014

Dear Applicant,

Thank you for your interest in the position of a **Animal Control Officer** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed "Written Authorization to Obtain Consumer Reports for Employment Purposes";
5. Completed Driver Background Information; and
6. Your résumé.

To be considered for this position, **your application and all related information must be received in the Human Resources office before 5:00, March 18, 2014.** Applications that are incomplete and/or do not contain all of the information and forms requested will not be given consideration.

Again, thank you for your interest in employment with the City of Leon Valley.

Sincerely,
Crystal Caldera, HR Director
6400 El Verde Rd
Leon Valley, Texas 78238-2399
210.684.1391 ext 212 phone
210.684.1515 fax
c.caldera@leonvalleytexas.gov

JOB ANNOUNCEMENT

Seeking qualified Animal Control Officer to support enforcement of animal control; prepare reports; make field investigations; seek remedies/abatement & make court appearances. This position will also provide assistance to the Code Enforcement Officer, as needed.

REQUIRES: High School Diploma /GED; valid TX Drivers' License, one (1) year of work experience involving animal care/restraint, personal computer use - working knowledge, and candidate must hold Texas Basic Animal Control Certificate within one year of hire.

PREFER: Candidate with two (2) years of animal control experience; candidate currently certified Texas Code Enforcement Officer; or candidate who has completed the Basic Animal Control Certification Course.

APPLY: City applications must be filed at Leon Valley City Hall at 6400 El Verde Rd, Leon Valley, TX 78238, by 5:00 p.m., March 18, 2014

STARTING Budgeted for \$11.99 - \$13.21 per hour
SALARY:

All interested parties must submit Leon Valley Employment Application available at Leon Valley City Hall, 6400 El Verde Rd. Leon Valley TX 78238 or online at www.leonvalleytexas.gov ADA/EEO/AA



APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

PERSONAL

Date _____

Name _____ Social Security No. _____

Present address _____

Telephone No. (H): _____ (W): _____ (Mobile): _____

Are you legally eligible for employment in the U.S.A.? Yes ____ No ____ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? _____

Position(s) applied for: Animal Control Officer

Were you previously employed by us? ____ If yes, when? _____

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. _____

If your application is considered favorably, on what date will you be available for work? _____, 2014.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
HIGH			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO	Credit Hrs Completed: Degree Obtained:
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. For additional employer listings, please use separate sheet of paper.

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. _____

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). _____

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? ____ Yes

No ____ If yes, give the name of the employer in each instance and the reason(s). _____

PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

PLEASE READ AND SIGN BELOW

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

Authorizing Signature Printed Name Date



NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of "**Animal Control Officer**" with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.

Signature

Date

CITY OF LEON VALLEY

JOB DESCRIPTION

JOB TITLE: Animal Control Officer

DEPARTMENT: Police

FLSA STATUS: Non-Exempt

GRADE CLASSIFICATION: Grade 4

EFFECTIVE DATE: August 14, 2008

JOB SUMMARY:

Under general direction of the Police Chief protects the health, safety and welfare of the general public by enforcement of the City's Animal Control codes and ordinances and to provide support to the Code Enforcement Officer with enforcement of Chapter 14, "Lots, Yards, and Fences," and including, but not limited to weed, overhanging tree limbs, graffiti, and sign control ordinances. Will also be responsible for performing other department work as needed.

ESSENTIAL JOB FUNCTIONS:

The Primary Duty is to administer Animal Control codes and ordinances;

Respond to complaints concerning animal problems or violations of animal control ordinances including but not limited to animals running at large, bites, property damage or injuries;

Compile a variety of data regarding animal care and control, as well as code enforcement data such as graffiti, sign, weed, and fence control data and prepares daily and monthly activity reports;

Chase, capture, trap, and transport stray animals for impoundment at designated animal shelter during work hours, and evening hours, weekends, holidays and special or emergency situations;

Effectively communicate guidance to other staff and outside agencies/entities regarding animal control during absence of the Animal Control Officer (ACO) from the City to insure safety of the public, animals, and staff;

Responsible for all records relating to impounding, trapping, euthanasia, and adoption of animals, including daily and monthly reports;

Patrol for and investigate complaints concerning City Code violations of animal, sign and weed control ordinances and issues warnings or citations as required; appear in court to testify regarding cases for City Code violations;

Assist the Code Enforcement Officer as needed;

Seek abatement remedies through voluntary compliance or judicial action;

Required to work flexible schedule, to include evening hours, weekends, and holidays;

Must be able to report to work and remain on duty for the duration of the duty day;

Operate city vehicle (truck) in a safe manner for extended periods of time;

Walk long distances and run short distances (less than one-half mile) on uneven and hard surfaces and over varying types of terrain;

Must be able to complete tasks involving bending, lifting, walking, and carrying using a force equal to seventy-five (75) pounds;

Climb, crawl, kneel, squat, stretch, stoop and bend freely when performing job functions;

Must be able to climb in and out of pick-up truck bed and cab frequently;

Sit, stand, and walk for extended periods of time while performing various tasks;

Work indoors and work outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather;

Safely controls a wild and/or frightened animal;

Responsible for maintenance of the vehicle and related equipment such as catch poles, traps and gloves;

Answer incoming telephone calls and write messages;

Working knowledge of personal computer, copy and fax machines, and other modern office equipment;

Type and file forms, charts, statements, letters, memos and other departmental reports;

Read computer screen and other written data on personal computer and typewriter;

Sit for extended periods of time while operating personal computer, filing and answering phones;

Fluently converse, read, and write in English;

Responsible for the efficient and safe operation, care, and appearance of assigned area and equipment and vehicle;

Using tact and diplomacy, interact with the other City Department staff members and the public in a pleasant, efficient manner, regarding the dissemination of information on a daily basis and work effectively as a team member;

Make effective decisions, applying initiative and independence;

Plan and schedule work independently in the absence of specific instructions or supervision;

Read, write and understand written instructions, reports and difficult source documents;

Use tact, diplomacy and discretion as required;

Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly and with correct grammar and spelling;
Required to work flexible schedule, to include evening hours, weekends, and holidays.

Must be able to report to work and remain on duty for the duration of the duty day;

Must be able to attend work regularly and predictably;

Work effectively as a team member; and

Must not pose a threat to the health and safety of self or others.

EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:

High school diploma or GED required;

Must hold a current Texas Basic Animal Control Certification through the Texas Department of State Health Services or must be able to obtain certification within one year of hire date;

Prefer current Texas Code Enforcement Officer certified candidate; and

Must hold a valid Texas Motor Vehicle License, with the ability to remain eligible to drive under the City's driver evaluation program;

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Must have one (1) year of work experience involving the care of and/or restraint of animals; two (2) years of animal control experience preferred;

Ability to learn and understand current laws, regulations and City ordinances pertaining to animal control, and weed control;

Must be able to read and enforce animal control ordinance and other code-related ordinances of the City;

Ability to read, write and communicate effectively in person or by telephone with the public in the English language;

Ability to use tact and diplomacy, interact with the other City Department staff members and the public in a pleasant, efficient manner, regarding the dissemination of information on a daily basis; works effectively as a team member;

Ability to establish and maintain co-operative relationships with fellow employees and the public;

Demonstrate working knowledge in computer applications to include word processing and spreadsheet applications;

Require ability to review and correct own work and complete tasks without constant supervision;

Ability to read and comprehend city codes, and maps; and

Ability to complete all report and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling.

Ability to converse fluently in Spanish is desirable.



AUTHORIZATION TO RELEASE INFORMATION
(PRIVATE PERSON OR ORGANIZATION)
TO THE CITY OF LEON VALLEY

TO WHOM IT MAY CONCERN:

I, _____, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? _____
2. Previous address _____

3. How long did you live there? _____
4. Are you over the age of eighteen? Yes _____ No _____
If no, hire is subject to verification that you are of minimum legal age.
5. Have you been bonded? _____ If yes, on what jobs? _____
6. Have you ever been convicted of a crime, including misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? _____
If yes, describe in full: _____

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?
a. _____
b. _____
c. _____
8. Will you work overtime if scheduled or requested? _____
9. Will you work weekends if scheduled or requested? _____
10. Will you be able to get to work on time each day and when called in? _____
11. How did you hear about this job opening? _____



INFORMATION RELEASE AUTHORIZATION
Criminal Background Check

Applicant's Name (Print): _____

Date of Birth: _____

Race: _____

Social Security Number: _____

I, _____, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed _____

Date _____



WRITTEN AUTHORIZATION TO OBTAIN CONSUMER
REPORTS FOR EMPLOYMENT PURPOSES

TO: The City of Leon Valley

FROM: _____
Printed Name of Applicant for Employment

DATE: _____

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

Signature of Applicant

.....
DISCLOSURE TO INDIVIDUALS APPLYING FOR
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.

DRIVER'S EMPLOYMENT BACKGROUND

NAME: _____

LAST, FIRST MI

SSN: _____ DATE OF BIRTH: _____

PRESENT ADDRESS: _____

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: _____

CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

		YES	NO
A.	Have you ever been denied a license, permit or privilege to operate a motor vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
	When and Why:		

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.



VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: _____

1. Job Title of Position Applied For: Animal Control Officer
2. Check One:
Male _____ Female _____ Age: _____

Vietnam Era Veteran: _____ Disabled Veteran: _____ Disabled: _____
3. Check one of the following (ethnic/racial background):

White _____ Hispanic _____ Native American: _____

Black: _____ Asian/Pacific Islander: _____ Other: _____